April 18, 2012

Dear Moses Hampton,

I would like you to consider me as an employee for Talbot Thingamajig. I have several skills that would make me an excellent applicant for this position. First, I love to experience new cultures, and exciting places. Also, I am very social. This means that I enjoy getting to know people that come from different places other than where I live. I am able to adapt to any new surroundings I am in. This will allow me get to know and become accustom of the Chinese culture. Over the past couple months I have learned a lot about Chinese cultures from my previous classes. For example, I learned their currency, and usually when you are introduced to a Chinese group it is appropriate to clap at them. Therefore, having many skills would make me a great candidate for this job; so please consider me.

Sincerely, Megan Donnelly